



THE HEART OF READING  
—NEIGHBORHOODS—



## **Checklist of Documents for Submittal**

### **Complete & Submit with 2008 MNMG Application**

1. Are the application questions 1 through 15 answered completely? YES / NO
2. Has the neighborhood organization listed the entire Project Team names, full addresses, phone numbers, and signed by all the members (Q 15)? YES / NO
3. Is the application signed by the NO leader and the person who prepared the grant application?  
YES / NO
4. Did the organization complete a thorough budget, specifically detailing the matching amounts and sources? YES / NO
5. Does the organization understand, and agree, that all cash or monetary contributions to the project from other sources must be deposited to a sub-account of RBI/OND unless it is a 501(c)(3) organization that is audited annually? YES / NO
6. Has the organization attached a drawing with all required measurements? (physical changes)  
YES / NO
7. If the project will require maintenance, has the organization answered Question 14 fully?  
YES / NO
8. Is documentation attached that shows the neighborhood organization is financially responsible and accountable for handling the financial aspects of the project (if appropriate)? (IRS or letter from accounting firm) YES / NO
9. Does the organization understand that the grant process is competitive, and that no project will be funded that has a score of less than 70 points? YES / NO
10. Does the organization realize that first time applicants get a 5 point bonus? Does it understand that emailed (electronic submission) of the application AND budget gets a bonus of 5 points? YES / NO
11. Does the organization understand that it WILL NOT BE PAID the grant amount directly unless it is a 501(c)(3) audited-annually organization? Arrangements must be made with RBI/OND to submit expense reports or to have checks cut specifically for funds from EITHER monetary contributions or MNMG funds. YES / NO